



OBSERVATION DATA ANALYST TRAINING 23-27 JANUARY 2012 - BRUSSELS

Notification

The Network for Enhanced Electoral and Democratic Support Project (NEEDS), a project funded by the European Commission, will carry out an EU EOM Observation Data Analyst Training from **Monday 23 to Friday 27 January 2012**. The training is for a maximum of 12 candidates and will take place at the NEEDS office, 15 -17 Rue Belliard, Brussels 1040. The duration is five full days and the language of the training is English.

Performance at the training will be continuously evaluated and candidates will be graded at the end, according to their level of readiness to participate in an EU EOM. NEEDS evaluates according to criteria which include: ability to work in a team, communication and writing skills, cross-cultural sensitivity, ability to follow instructions and understanding of course content. Evaluations will be posted on the candidate's Roster CV after the training, to assist the Focal Points and the European Commission in the selection process for EU Election Observation Missions.

Candidates should read the Selection Criteria carefully before applying. It is strongly recommended that candidates update their CV on the Roster before making an application.

1. The NEEDS Project will cover the travel and living expenses attached to participation in the training.
2. Focal Points are asked to propose a MAXIMUM of TWO candidates with ONE reserve.
3. Spontaneous applications will be encouraged.
4. The deadline for proposals is 14 December 2011.

Specific Observation Data Analyst Selection Criteria

- University degree in mathematics, computer sciences, statistics or a related field;
- Advanced computer skills: ability to work at a high level of proficiency with spreadsheets, databases, statistical analysis packages and other data management software;
- Minimum three years of professional experience in any or all of the following areas: database analysis and management, statistical analysis; electoral technologies; voter registration data management; election observer data management; IT capacity or risk assessment.
- Desirable: experience in data cleaning and analysis (e.g. voter register, census, demography, social statistics etc.) of national surveys or national data sets.
- Excellent written and oral communication skills;

- Previous experience in election observation and/or technical assistance to election management bodies would be a strong advantage;
- Excellent social and professional networking skills;
- Excellent knowledge of English ;
- Although the training will be carried out in English; preference will be given to candidates with sufficiently proficient French and/or Spanish to participate in an EU EOM in either of those languages;
- Candidates must be able and willing to apply for Core Team positions in 2012.

EU EOM Observation Data Analyst Responsibilities (indicative):

The Observation Data Analyst will design an appropriate system to facilitate review and analysis of the data collected by observer teams during the mission, based on the country specifics in terms of available and convenient data collection technology. S/he will be a member of the Core Team and his/her main task will be to provide a quantitative analysis of EU EOM observer reports on opening, polling and counting, designed to support the long-term qualitative assessment of the mission. Additional important tasks, where time allows, may include providing an analysis of election-related datasets, the results management process and technology related aspects of EMB performance.

S/He will:

1. Customise the design and content of EU observer reporting forms as provided to the mission, working in consultation with the Election Analyst, Observer Coordinator and/or other responsible Core Team members, as well as the IT expert of the Service Provider, to ensure that the information contained can be processed effectively by the data collection option selected.
2. Design, prepare and select an appropriate data collection option on the basis of Standard Operating Procedures provided. Consult with the IT Expert of the Service Provider on the selection of software to facilitate the view and analysis of the data collected by observer teams. The system should ensure swift data delivery and facilitate a quick analysis. It should be based on the country specifics in terms of available and convenient data collection technology as well as the mission's needs.
3. Ensure security of the data is maintained and back-ups are made.
4. Recruit, train and supervise data entry clerk(s) responsible for data entry, if necessary.
5. Prepare a statistical analysis with multiple forms of charts on the information collected from the EU observer forms. The preliminary data should be available for review in multiple sequences throughout E-Day and the closing and tabulation. The final complete report must be available at the latest within a day after the receipt of observation reporting forms by the mission.

6. Obtain available electoral-related databases e.g. the census, population registers, the voter register, party lists, the results tabulation process. In consultation with the Election Analyst, provide analytical overviews of these databases. In consultation with the Human Rights/Gender Analyst or responsible CT member, carry out a gender breakdown of available electoral databases, where feasible. If there is sufficient time available, carry out a pre-election risk analysis with regard to the voter register and the results management process, as well as a post-electoral analysis of issues that arose, providing recommendations on how to resolve them, in consultation with the Election Analyst.
7. Assess, in consultation with the Election Analyst, all technological aspects of EMB performance including the use of e-Voting, specific results transmission services, and/or e-campaigning options used by parties, to the degree possible in the time available.
8. Attend briefings and debriefings as requested.
9. Perform any other duty required for the good functioning of the EU EOM.